

9 Nov 2010

PQS QUALIFICATION SHEET**Navy Reserve Officer Training Corps (NROTC) Coordinator Module**

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. Prospecting			
3. Administration			
4. Quality Control			
5. Applicant Processing			
6. Applicant Flow			
7. Resource Management			
8. Marketing			
9. Record of Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
1. Training. Demonstrate the ability to: (COMNAVCRUITCOM 5400.1G CH-6, 5400.2E CH-6 and 1500.4M)									
a. Schedule and conduct one-on-one and group training.									
b. Conduct field training based on NROTC Training Plan. Attend monthly Zone training.									
c. Keep the chain of command informed on all NROTC Policies.									
d. Complete Privacy Act training 101 and 103.									
2. Prospecting/Recruiting. (COMNAVCRUITCOMINST 5400.1G CH-6, 5400.2E CH-6, 1130.8 (Vol II), and 1500.4M)									
a. Prospect for and recruit NROTC applicants (i.e., via phones, mail-outs, school/college visits, presentations, etc.).									
b. Demonstrate the ability to conduct a NROTC High School presentation.									
c. Discuss purpose of maintaining a NROTC website file of NROTC prospects within the District.									
d. Demonstrate the ability to use the website database as a screening tool.									
e. Explain coordination with LEADS Production Team Supervisor to ensure timely completion of NROTC mail outs.									
f. Demonstrate the ability to properly query NROTC website for NROTC applicants.									
g. Discuss the purpose for quarterly DEP screening for NROTC Applicants.									
h. Discuss purpose of maintaining a District High School list to include the previous 2 years of NROTC Scholarship selectees.									
3. Administration (5400.1G CH-6 and 5400.2E CH-6)									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
a. Discuss the purpose for the 12 month NROTC Marketing Plan.									
b. Discuss the purpose for the various required Interest Group lists.									
c. Discuss the purpose/importance of the POA&M.									
d. Discuss the purpose/importance of the Monthly Planner.									
e. Explain and interpret the Region Goaling Letter.									
f. Explain and Interpret the Weekly NAVCRUITCOM Production Report.									
g. Discuss the purpose/importance of maintaining a District High School List.									
4. Quality Control (5400.1G CH-6 and 5400.2E CH-6)									
a. Demonstrate ability to ensure NROTC applicants meet all program standards.									
b. Demonstrate ability to quality check/assure NROTC applications.									
5. Applicant Processing(5400.1G CH-6)									
a. Explain current program requirements, processing and documentation procedures for NROTC.									
b. Explain working relationship with NAVCRUITDIST Processors/ Classifiers, LPTS and COMNAVCRUITCOM personnel.									
6. Applicant Flow COMNAVCRUITCOMINST 5400.1G CH-6 and 1130.8)									
a. Demonstrate the ability to track status of various NROTC applicants.									
7. Resource Management (COMNAVCRUITCOMINST 5400.1G CH-6 and 1130.8)									
a. Demonstrate the ability to generate referrals of unqualified NROTC applicants to EPO programs.									
8. Marketing (COMNAVCRUITCOMINST 1130.8, 5400.1G CH-6 and 5400.2)									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
a. Demonstrate ability to collect and submit statistics on NROTC to EPO as directed for inclusion in the NAVCRUITDIST Marketing Operations Plan.									

9. Record of Qualification:

a. Recommended for final PQS Qualification as NROTC Coordinator.

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification for the position of NROTC Coordinator.

Qualifier's Signature _____ Date: _____
(NRD EPO/CR)

b. Reviewed:

PQS Training Officer, NRD _____
(Signature/Date)

c. Approved: Date: _____

Commanding Officer, NRD _____
(Signature/Date)

d. Service Record Entry (Page 4) Date: _____

Chief Administrator, NRD _____
(Signature/Date)

You are hereby granted an extension. Your new maximum qualification date is _____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record